

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-84

POSITION TITLE/NUMBER: Accounting Technician, 07-84, (PD Number N0020)

GRADE/PAY: GS-0525-07 \$35,752.00 - \$46,478.00 per annum

DUTY LOCATION: USPFO, Fort Pickett, VA

OPENING DATE: 5 April 2007 **CLOSING DATE:** 4 May 2007 (1700 hrs)

EMPLOYMENT STATUS: Nondual Status (Competitive) Service Male/Female

WHO CAN APPLY:

GROUP I - Applications will be accepted from all Nondual Status (Competitive) employees currently employed (permanent) in the Virginia Army National Guard Technician Program.

POINT OF CONTACT: LTC Robert Clarke, (434) 298-6171

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE: Clerical experience which demonstrates arithmetic aptitude and ability, accuracy and attention to detail, and the ability to apply established procedures for recording and compiling data.

SPECIALIZED EXPERIENCE: Must have one (1) year equivalent to at least the GS-05 level that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS: Applicants must prepare statements addressing all KSAs listed below. Provide specific military and/or civilian experience that supports each KSA. Failure to provide KSAs could result in the applicant not being considered for the position. **The KSA's are NOT used for basic qualification.** They are used to rate and rank applicants in the event this office receives ten (10) or more applications for a vacancy announcement. In the event there are more than ten (10) applicants for an advertised vacancy, any applications submitted without KSA's will not be processed or considered for basic qualification.

1. Knowledge of accounting methods, forms and techniques.
2. Skill in arithmetic computation, applying formulas or conversion tables.
3. Knowledge of general ledger and subsidiary accounts.
4. Ability to analyze the interrelationship by varied transactions.
5. Knowledge of disbursements and fund accounting, methods, procedures and techniques used in balancing and closing accounts.
6. Ability to interpret and apply a variety of accounting regulations and guidelines.
7. Knowledge of procedures to enter, modify, retrieve, and delete information in an automated system.
8. Ability to plan, organize and coordinate work.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION NUMBER N0020: Receives purchase orders, contracts, pay and travel orders, Government Bill of Lading, Government Transportation Request and similar documents for obligation against appropriated funds. Conducts joint reviews and maintenance of unliquidated obligations file and all substantiating documents. Performs research of current accounts, historical data, source documents to develop and explain accounting information not otherwise readily available. Exercises responsibility to check mathematical accuracy, determines necessary accounting transactions and enters data into a computerized system or onto required forms. Processes and researches disbursements and balance accounts with US Treasury reports received from DFAS. Exercises responsibility for research using automated DFAS systems and personal contacts to resolve a variety of transactions involving other operating locations (OPLOC) and agencies. Responds to inquiries of a routine nature. Ensures successful interface or connectivity between numerous computer systems and databases. Applies internal control procedures to ensure timely and accurate processing of all accounting transactions.

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APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/ NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE MUST PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>

TPVA 07-84

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer